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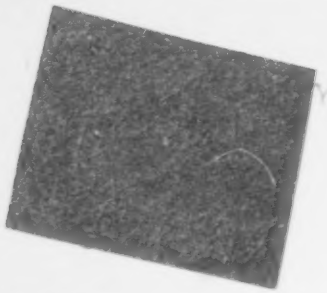

PERSONNEL MATTERS

Report by the Director-General

Summary

Provides information on a range of personnel-related issues and updates the information contained in document IDB.16/17.

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Introduction

1. The present document provides information on a range of personnel matters, including: (a) composition of the Secretariat; (b) system-wide developments and consequent amendments to the schedules and annexes to the staff regulations and the appendices to the staff rules; (c) matters related to the staff rules; (d) UNIDO Staff Pension Committee; (e) financial implications; (g) action required of the Board.

I. COMPOSITION OF THE SECRETARIAT

2. Document IDB.16/17 provided information on staffing levels, gender balance and geographical representation from the beginning of the present biennium until 1 August 1996. Tables 1 and 2 below update that information. Specifically, table 1 compares the number of staff in the Professional and higher categories and in the General Service category on 1 August 1996 and 1 April 1997. Table 2 provides information on the geographical representation of staff in the Professional and higher categories whose appointments are subject to geographical distribution, comparing the status on 1 August 1996 and 1 April 1997.

II. SYSTEM-WIDE DEVELOPMENTS

3. As provided in Article 11.5 of the Constitution of UNIDO, "The conditions of service of staff shall conform as far as possible to those of the United Nations common system." In accordance with that principle, regulation 13.3 of the Staff Regulations of UNIDO provides that the Director-General is authorized, within the budgetary level approved by the General Conference, to make appropriate amendments to the schedules and annexes to the staff regulations so as to bring them into conformity with any relevant decisions that may be taken by the General Assembly of the United Nations on the recommendation of the International Civil Service Commission (ICSC). The amendments to the schedules and annexes to the staff regulations that follow are contained in section A of the

Table 1

Comparative table of staff a/

	1 August 1996				1 April 1997				
Category	**Male**	**Female**	**%**	**Total**	**Male**	**Female**	**%**	**Total**	**Variance** b/
P-5 and above	95	12	11.2	107	99	12	10.8	111	4
P-1 to P-4	140	57	28.9	197	133	57	30.0	190	-7
Subtotal	*235*	*69*	22.7	304	232	*69*	22.9	*301*	-3
General Service	159	329		488	154	327		481	-7
Language teachers	2	2		4	2	2		4	0
Subtotal	*161*	*331*		492	*156*	*329*		*485*	-7
Total	**396**	**400**		**796**	**388**	**398**		**786**	**-10**

a/ Headquarters staff, including UNIDO Offices at Geneva and New York and UNIDO Country Directors who are Headquarters staff members.

b/ Increase/decrease in number of staff.

Table 2

Professional staff, by List of Member States a/

	1 August 1996				1 April 1997				
List of States	**Male**	**Female**	**%**	**Total**	**Male**	**Female**	**%**	**Total**	**Variance b/**
A and C c/	79	22	21.8	101	76	21	21.6	97	-4
B	106	44	29.3	150	90	38	29.7	128	-22
D	31	1	3.1	32	33	1	2.9	34	2
Others d/	5	1	16.7	6	18	6	25.0	24	18
Total	**221**	**68**	**23.5**	**289**	**217**	**66**	**23.3**	**283**	**-6**

a/ In posts subject to geographical distribution.

b/ Increase/decrease in number of staff.

c/ April 1997 variance is due to the separation of four Professional-level staff members from List A and one Professional-level staff member from List C. One Professional-level staff member was recruited from List A.

d/ August 1996 figures include Georgia and non-Member State, Canada; April 1997 figures include Georgia and non-Member States, USA and Canada.

annex to the present document. Where applicable, changes and additions are marked by underlining and deletions are shown in square brackets.

4. In section I.C of resolution 51/216, the General Assembly approved, with effect from 1 January 1997, the revised scale of gross and net base salaries for staff in the Professional and higher categories. Schedule I of the staff regulations was revised accordingly, and reflects a consolidation of 5.26 per cent of post adjustment into net base salary on a no-loss no-gain basis and a real net salary increase of 0.4 per cent, as recommended by the Fifth Committee of the General Assembly. To ensure that the consolidation of 5.26 per cent of post adjustment is implemented on a no-loss no-gain basis, reduced post adjustment multipliers were promulgated by ICSC at all duty stations also with effect from 1 January 1997.

5. The General Assembly also approved, with effect from 1 January 1997, changes in the rates of staff assessment to be used in conjunction with gross base salaries for staff in the Professional and higher categories. Based on the procedures approved by the General Assembly in its resolution 48/225 of 23 December 1993, a common staff assessment scale for pensionable remuneration purposes was developed for all categories of staff by ICSC in cooperation with the United Nations Joint Staff Pension Board. In section III of resolution 51/216, the General Assembly approved the new common staff assessment scale with effect from 1 January 1997. The revised scales and rates are contained in schedule III (i) of the staff regulations for Professional and higher categories and in schedule III (ii) for General Service staff.

6. In accordance with the procedure approved by the General Assembly, in its resolution 41/208, for adjusting the pensionable remuneration in between comprehensive reviews, and following the promulgation by ICSC of the revised scales of pensionable remuneration, appendix C to the staff rules was amended to show the revised scales of pensionable remuneration for the Professional and higher categories, effective 1 November 1996. The amendment of appendix C to the staff rules was announced to the staff in information circular UNIDO/DA/PS/INF.1299 of 3 December 1996. These scales were subsequently amended by the General Assembly in section II of resolution 51/217 effective 1 January 1997, and take into account the 0.4 per cent increase in the base salary and the new common staff assessment scale outlined in paragraph 5 above. As compared to the 1 November 1996 scale of pensionable remuneration, the revised scale generally involves increases, which are greatest at levels P-1 and P-2; however, it also contains slight decreases at some of the higher steps of grades P-3, P-4 and P-5, ranging from 0.05 per cent to 0.82 per cent. The variations in the increases (and decreases) by grade and step are

mainly due to "crossing points" in the reduced number of income brackets under the common scale of staff assessment and to the extent of the changes in the staff assessment rates from one bracket to the next.

7. On the basis of the recommendation presented by ICSC, the General Assembly in section I.F of resolution 51/216 approved an increase of 7.98 per cent in the children's allowance (including that for disabled children) and in the secondary dependant's allowance of staff members in the Professional and higher categories, with effect from 1 January 1997, and took note of the updated list of hard currency duty stations for which the allowances are specified in local currency, including Austria. Accordingly, in United States dollar terms, the children's allowance was raised from $1,400 to $1,510, and the secondary dependant's allowance from $500 to $540 for eligible staff in the Professional and higher categories. In Austrian schillings, the amounts were raised from AS 22,834 to AS 24,656 and from AS 8,435 to AS 9,108. The revised rates are contained in annex I to staff regulation 6.9.

8. In section IV of resolution 51/216, the General Assembly, recalling resolution 47/216 in which it endorsed the revised methodology for the determination of the education grant in different currency areas, approved the recommendation of ICSC to increase the maximum reimbursement levels in seven currency areas, as well as other adjustments to the management of the reimbursement of expenses under the education grant, as recommended by the Commission in paragraph 230 (a) to (f) of its report. The seven currency areas are as follows: Swiss franc, Pound sterling, Italian lira, Netherlands guilder, Norwegian krone, Swedish krona and the United States dollar in the United States of America. As reported in document IDB.13/18, annex II to staff regulation 6.10(a) was revised to reflect the maximum amounts of education grant resulting from the revised methodology endorsed in General Assembly resolution 47/216. Appendix E to the staff rules is consequently amended to reflect these maximum amounts.

9. In considering the ICSC report on the mobility and hardship allowance, the General Assembly, in section VI of resolution 51/216, approved the Commission's recommendation that the non-removal element of the mobility and hardship allowance be maintained and, as of 1 January 1997, be time-limited for a period of five years at one duty station, to be extended for up to seven years on an exceptional basis. Paragraph (m) of appendix N to the staff rules was amended accordingly.

III. MATTERS RELATED TO THE STAFF RULES

10. As reported in document IDB.16/17, a new placement and promotion system was introduced that enhances the principle of competitiveness in filling vacancies for all categories of staff. As a result, paragraphs (a)(i), (c)(ii)(D) and (c)(iii) of staff rule 103.12 require adjustment to reflect the inclusion of placement among the functions of the appointment and promotion bodies, the elimination of the probationary period for internal staff advancing from the General Service to the Professional category and of the annual promotion review of all staff.

11. The amendments to the staff rules and related appendix relating to the new staff performance evaluation system were reported to the Board in document IDB.15/4. In view of the Director-General's decision to include UNIDO Country Directors in the new system, staff rule 200.01 and appendix M have been amended accordingly.

12. In accordance with staff regulation 6.5, the Director-General shall fix the salary scales for staff in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality, taking into account the recommendations of ICSC. Based on a survey conducted by ICSC in Vienna in April 1996, the Director-General, following consultations with the Vienna-based organizations and after discussion with staff representatives, approved the implementation of a new salary scale with effect from 1 October 1996. The new salary scale is lower than the previous salary scale by 3.2 per cent, and applies to staff members in the General Service category recruited on or after 1 October 1996. ICSC also recommended revised amounts of dependency allowances, which were implemented with effect from 1 October 1996 for staff members in the General Service and related categories recruited on or after 1 October 1996, with the exception of the additional allowance for the first child of a single, widowed, divorced or legally separated parent, which was applied to all eligible staff members as of 1 October 1996. Appendix A to the staff rules, showing the salary scales and dependency allowances for General Service and related categories, is amended accordingly. In its report, ICSC decided to maintain the interim adjustment procedure, but to phase out the language factor hitherto added to surveyed salaries, in view of the fact that the difficulty in recruiting local staff with appropriate language skills had diminished. It also decided that salary adjustments to the Language Teacher category should follow the pattern of the survey results of the General Service staff.

13. The amendments to the staff rules and appendices in relation to paragraphs 10 to 12 above are contained in section B of the annex to the present document. Where applicable, changes and additions are marked by underlining and deletions are shown in square brackets.

IV. REPRESENTATION OF THE UNIDO GOVERNING BODY ON THE UNIDO STAFF PENSION COMMITTEE

14. The UNIDO Staff Pension Committee established by the General Conference (GC.1/Dec.37), held five meetings in 1996 and one meeting in the period January through March 1997.

15. The following representatives of the General Conference who, by decision GC.6/Dec.19 were elected for the biennium 1996-1997, presently hold office for a term ending 31 December 1997:

Members :	Mr. Wolfgang Buch (Germany)
	Mr. Samuel Obasola Fatunla (Nigeria)
Alternate members :	Mr. Janos Pogany
	Mr. Luciano Parodi Gambetti (Chile)

Mr. Fatunla served the Committee as Chairman for 1996.

16. The General Conference, at its seventh session, will be called upon to elect two members and two alternate members as its representatives for the following two-year term of office ending December 1999.

V. FINANCIAL IMPLICATIONS

17. The financial implications of the increases/decreases stated in chapters II and III above are minimal and can be absorbed within the staff cost allocations contained in the programme and budgets for the 1996-1997 biennium as approved by the General Conference (GC.6/Dec.11).

VI. ACTION REQUIRED OF THE BOARD

18. The Board may wish to consider the adoption of the following draft decision:

"The Industrial Development Board:

"(a) Takes note of the information contained in document IDB.17/5;

"(b) Notes the amendments made, in pursuance of staff regulation 13.3, to schedules I and III and annex I to the UNIDO Staff Regulations in order to bring them into conformity with the decisions of the General Assembly set out in resolution 51/216;

"(c) Also notes the amendments to appendices C, E and N to the UNIDO Staff Rules in order to bring them into conformity with the decisions of the General Assembly set out in resolutions 51/216 and 51/217;

"(d) Further notes the amendments to staff rules 103.12, 200.01 and appendices A and M to the staff rules as reflected in paragraphs 10 to 12 of document IDB.17/5."

19. The Board is invited to recommend to the General Conference at its seventh session candidates for the election of two members and two alternate members of the UNIDO Staff Pension Committee for the biennium 1998-1999. To maintain continuity, the Board may wish to recommend at least one person who has served previously on the Committee as a member or as alternate member.

SCHEDULE I

SALARY SCALES FOR THE PROFESSIONAL AND HIGHER CATEGORIES SHOWING ANNUAL GROSS SALARIES AND THE NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT
(United States dollars)

Effective 1 January 1997

	STEPS														
LEVEL	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Director															
D-2 Gross	106 053	108 373	110 704	113 056	115 409	117 763									
Net D	76 033	77 516	78 998	80 480	81 963	83 446									
Net S	69 824	71 112	72 384	73 616	74 849	76 083									
Principal Officer															
D-1 Gross	93 810	95 797	97 784	99 767	101 754	103 741	105 728	107 715	109 700						
Net D	68 210	69 479	70 749	72 016	73 286	74 556	75 825	77 095	78 364						
Net S	63 030	64 132	65 235	66 336	67 439	68 541	69 644	70 747	71 849						
Senior Officer															
P-5 Gross	82 758	84 534	86 310	88 085	89 861	91 655	93 453	95 251	97 047	98 845	100 643	102 439	104 237		
Net D	61 090	62 239	63 387	64 536	65 685	66 833	67 982	69 131	70 278	71 427	72 576	73 724	74 873		
Net S	56 664	57 707	58 749	59 791	60 833	61 834	62 832	63 829	64 826	65 824	66 822	67 819	68 817		
First Officer															
P-4 Gross	68 181	69 891	71 597	73 303	75 013	76 743	78 474	80 206	81 938	83 667	85 397	87 132	88 862	90 601	92 355
Net D	51 597	52 718	53 838	54 957	56 078	57 198	58 318	59 438	60 559	61 678	62 797	63 920	65 039	66 159	67 280
Net S	48 019	49 044	50 068	51 092	52 118	53 133	54 149	55 166	56 182	57 198	58 213	59 232	60 247	61 249	62 222
Second Officer															
P-3 Gross	55 700	57 282	58 866	60 446	62 030	63 612	65 196	66 802	68 405	70 011	71 614	73 218	74 822	76 445	78 073
Net D	43 326	44 378	45 431	46 482	47 535	48 587	49 639	50 692	51 744	52 797	53 849	54 901	55 953	57 005	58 058
Net S	40 419	41 387	42 356	43 323	44 292	45 260	46 228	47 191	48 153	49 116	50 079	51 041	52 003	52 958	53 914
Associate Officer															
P-2 Gross	44 830	46 208	47 586	48 967	50 345	51 726	53 106	54 485	55 889	57 303	58 717	60 134			
Net D	35 921	36 864	37 804	38 745	39 686	40 627	41 568	42 509	43 451	44 391	45 332	46 274			
Net S	33 701	34 556	35 408	36 261	37 113	37 966	38 820	39 672	40 534	41 399	42 265	43 132			
Assistant Officer															
P-1 Gross	34 152	35 417	36 710	38 004	39 297	40 590	41 887	43 180	44 473	45 786					
Net D	28 435	29 341	30 245	31 150	32 054	32 958	33 864	34 768	35 671	36 576					
Net S	26 825	27 658	28 488	29 319	30 149	30 979	31 811	32 641	33 471	34 296					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

SCHEDULE III
STAFF ASSESSMENT

Regulation 6.8 (a)

(i) The assessment shall be calculated at the following rates for staff whose salary rates are set forth in regulation 6.1 of the present regulations:

Assessment
(in percentages)

Total assessable payments (US dollars)	Staff assessment rates for purposes of pensionable remunerations and pensions
Up to $20,000 per year	11
$20,001 to $40,000 per year	18
$40,001 to $60,000 per year	25
$60,001 and above per year	30

Assessment (continued)
(in percentages)

Staff assessment rates used in conjunction with gross base salaries and the gross amounts of separation payments

Total assessable payments (US dollars)	Staff member with a dependent spouse or a dependent child	Staff member with neither a dependent spouse nor a dependent child
First $15,000 per year	9.0	11.8
Next $ 5,000 per year	18.1	24.6
Next $ 5,000 per year	21.5	27.1
Next $ 5,000 per year	24.9	31.7
Next $ 5,000 per year	27.5	33.4
Next $10,000 per year	30.1	35.8
Next $10,000 per year	31.8	38.2
Next $10,000 per year	33.5	38.8
Next $10,000 per year	34.4	40.0
Next $15,000 per year	35.3	41.3
Next $20,000 per year	36.1	44.5
Remaining assessable payments	37.0	47.6

(ii) The assessment shall be calculated at the following rates for staff whose salary rates are established under regulation 6.5 (a) of the present regulations:

Total assessable payments (US dollars)	Assessment (per cent)
Up to $20,000 per year	19
$20,001 to $40,000 per year	23
$40,001 to $60,000 per year	26
$60,001 and above per year	31

(iii) The Director-General shall determine which of the scales of assessment set out in (i) and (ii) above shall apply to staff whose salary rates are established under regulation 6.4 or 6.6 of the present regulations.

Appendix C (100 Series)

SCALE OF PENSIONABLE REMUNERATION FOR THE PROFESSIONAL AND HIGHER CATEGORIES

Scale of pensionable remuneration

(For purposes of pension benefits and pension contributions)

(In United States dollars)

Effective 1 November 1996

	STEPS														
LEVEL	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
D-2	133 483	136 687	139 706	142 843	146 049	149 326									
D-1	117 688	120 356	123 080	125 747	128 478	131 186	133 808	136 485	139 210						
P-5	104 474	106 868	109 161	111 496	113 918	116 161	118 553	121 312	123 782	126 098	128 459	130 862	133 311		
P-4	85 890	88 166	90 429	92 585	94 929	97 188	99 481	102 025	104 358	106 833	108 484	110 821	113 208	115 646	118 138
P-3	70 378	72 563	74 674	76 689	78 768	80 819	83 007	85 622	87 337	89 647	91 341	93 357	95 445	97 577	99 759
P-2	56 881	58 698	60 419	62 265	64 108	65 789	67 620	69 770	71 803	73 642	75 067	76 524			
P-1	44 604	46 134	47 491	48 873	50 399	51 765	53 403	55 539	57 340	58 985					

Appendix C (100 Series)

SCALE OF PENSIONABLE REMUNERATION FOR THE PROFESSIONAL AND HIGHER CATEGORIES

Scale of pensionable remuneration

(For purposes of pension benefits and pension contributions)

(In United States dollars)

Effective 1 January 1997

	STEPS														
LEVEL	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
D-2	134 605	137 664	140 723	143 779	146 838	149 897									
D-1	119 218	121 663	124 107	126 547	128 992	131 558	134 177	136 797	139 413						
P-5	105 510	107 722	109 934	112 146	114 358	116 567	118 779	120 991	123 201	125 413	127 625	129 842	132 212		
P-4	87 233	89 392	91 547	93 702	95 861	98 016	100 173	102 330	104 487	106 642	108 797	110 959	113 113	115 270	117 426
P-3	72 604	74 457	76 311	78 162	80 016	81 869	83 721	85 576	87 516	89 544	91 569	93 595	95 620	97 645	99 673
P-2	59 564	61 224	62 880	64 538	66 194	67 852	69 509	71 165	72 825	74 481	76 137	77 796			
P-1	46 382	47 978	49 569	51 163	52 755	54 346	55 942	57 533	59 125	60 719					

Annex I

DEPENDENCY ALLOWANCES

Regulation 6.9

A. Staff members whose salary rates are set forth in schedule I of the present regulations shall be entitled to receive dependency allowances as follows:

(i) At $US 1,510 [1,400] per year for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment under subparagraph (i), regulation 6.8 (a), schedule III. When a dependent child is determined to be physically or mentally handicapped either permanently or for a period expected to be of a long duration, the allowance shall be $US 3,020 [2,800]. If the staff member has no dependent spouse and becomes entitled to the dependency rate of staff assessment by virtue of such a child, an allowance of $US 1,510 [1,400] shall be payable in respect of the child.

(ii) Where there is no dependent spouse, a single annual allowance of $US 540 [500] per year for either a dependent parent, a dependent brother or a dependent sister. The amount of either of these allowances payable in local currency shall not be less than the local currency equivalent of the dollar amount at the time it was established or last revised;

B. If both husband and wife are staff members, one may claim, for dependent children, under (i) above, in which case the other may claim only under (ii) above, if otherwise entitled;

C. With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Director-General shall prescribe conditions under which the dependency allowance for a child specified in A (i) above shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his or her spouse under applicable laws amount to less than such a dependency allowance;

D. Staff members whose salary rates are set by the Director-General under regulations 6.5 (a) and 6.6 shall be entitled to receive dependency allowances at rates and under conditions determined by the Director-General, due regard being given to the circumstances in the locality in which the office is located;

Appendix E

EDUCATION GRANT

Definitions

(a) For the purposes of the provisions of rule 106.17, rule 206.08 and this appendix:

(i) "Child" means a child of a staff member who is dependent upon the staff member for main and continuing support. "Disabled child" means a child who is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability;

(ii) "Home country" means the country of home leave of the staff member under rule 107.03 or 207.02. If both parents are eligible staff members, "home country" means the country of home leave of either parent;

(iii) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the staff member is serving.

Payment of the grant

(b) The education grant provided for under staff regulation 6.10(a) shall be payable in respect of each child as set out below. However, for expenses incurred in specific currencies as determined by the International Civil Service Commission, the maximum amounts mentioned in all paragraphs below shall be established in those currencies.

(i) In the case of attendance at an educational institution outside the duty station, the amount of the grant shall be:

(A) Where the institution provides board (food and lodging) for the child, 75 per cent of the cost of attendance and board up to $US 13,000 [11,000] per year, with a maximum grant of $US 9,750 [8,250] a year;

(B) Where the institution does not provide board, $US 2,900 [2,450] plus 75 per cent of the cost of attendance up to $US 9,133 [7,733] per year, with a maximum grant of $US 9,750 [8,250] a year.

(ii) In the case of attendance at an educational institution at the duty station:

(A) The amount of the grant shall be 75 per cent of the cost of attendance, up to $US 13,000 [11,000] per year, with a maximum grant of $US 9,750 [8,250] a year;

(B) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Director-General, no suitable educational facilities exist in that area, the amount of the grant shall be calculated at the same rates as specified in subparagraph (i) above.

(iii) The education grant shall be payable from the scholastic year following the child's fifth birthday, or in which the child completes his or her fifth year provided this occurs in the first term of that scholastic year;

(iv) For staff members serving at duty stations where educational facilities are not available or are deemed inadequate, as determined by the International Civil Service Commission, the amount of the grant in respect of primary and secondary education shall be 100 per cent of boarding costs up to $US 3,000 plus 75 per cent of the admissible costs of attendance up to $US 13,000 [11,000] per year, with a maximum grant of $US 12,750 [11,250] a year.

(c) "Cost of attendance" referred to in paragraph (b) above is defined as the cost of enrolment, registration, tuition, prescribed textbooks, additional mandatory courses and activities directly related to the school programme or curriculum, examinations and diplomas, but not school supplies, equipment or school uniforms, insurance, medical examinations, donations and contributions or any other optional charges. It may include the cost of midday meals and the cost of daily group transportation when these are provided by the school or on a school-wide basis and the cost is included in the school bill for the child's education.

(d) The grant shall not be payable in respect of:

(i) Attendance at a nursery school;

(ii) Attendance at a free school or one charging only nominal fees at the duty station;

(iii) Correspondence courses, except those that, in the opinion of the Director-General, are the best available substitute for full-time attendance at a school of a type not available at the duty station;

(iv) Private tuition, except tuition in a language of the home country at duty stations where satisfactory school facilities for learning that language are not available, tuition of the language of the duty station, when prescribed by a local school as a pre-condition for admitting the child to the grade corresponding to the grade he or she has reached elsewhere, and as a supplement to the regular school programme tuition for special coaching in a subject taught by the school or in any additional academic subject not included in the school curriculum but required for the pursuit of the child's subsequent education;

(v) Vocational training or apprenticeship that does not involve full-time schooling or in which the child receives payment for services rendered.

(e) The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is the earlier. The grant will not normally be payable beyond the school year in which the child reaches the age of 25 years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

(f) Where attendance is for less than two thirds of the scholastic year, the amount of the grant for that year shall be that proportion of the grant otherwise payable that the period of attendance bears to the full scholastic year.

(g) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant for that year shall normally be that proportion of the grant otherwise payable that the period of service bears to the full scholastic year.

Tuition of the mother tongue

(h) An education grant may be provided to a staff member serving in a country with a national language different from his or her mother tongue who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own. The Director-General will decide in each case whether the education grant shall be paid for the tuition of the mother tongue. The maximum reimbursable amounts for teaching of the mother tongue within the overall maximum of $US 9,750 [8,250] will be published and updated regularly.

Advances against the education grant

(i) Staff members who are eligible for the education grant in respect of their children and who are required to pay all or a portion of school fees at the beginning of the school year may apply for an advance against their entitlement to the education grant. Any advance approved will be considered as due from the staff member until it is discharged by certification of the entitlement or is recovered.

Travel

(j) A staff member to whom an education grant is payable under subparagraphs (b)(i) or (b)(ii)(B) above in respect of his or her child's attendance at an educational institution shall be entitled to travel expenses for the child of one round trip each scholastic year between the educational institution and the duty station, provided that:

(i) Such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his or her eligible family members or because of the brevity of the visit in relation to the expense involved;

(ii) Where attendance is for less than two thirds of the school year or the staff member's service does not cover two thirds of the school year, travel expenses shall not normally be payable;

(iii) Transportation expenses shall not exceed the cost of a journey between the staff member's home country and the duty station.

(k) In the case of staff members serving at designated duty stations, where no suitable educational institution exists for the schooling of children in the language or in the cultural tradition desired by the staff member, such travel expenses may be paid twice in the year in which the staff member is not entitled to home leave.

Claims

(l) Claims for the education grant shall be submitted in writing and supported by evidence satisfactory to the Director-General.

Special education grant for disabled children

(m) A special education grant for disabled children shall be available to staff members of all categories, regardless of whether they are serving in their home country, provided that they have an appointment of one year or longer or have completed one year of continuous service.

(n) The amount of the grant shall be 100 per cent of the admissible educational expenses actually incurred up to a maximum grant of $US 13,000 [11,000] per year. If the disabled child is eligible for the regular education grant, the claim shall be made in the first instance against the regular education grant, and reimbursement under the special education grant will be made only in respect of educational expenses incurred for the necessary special teaching or training. The combined total amount payable under the two types of grant shall not exceed $US 13,000 [11,000] per year. "Educational expenses" reimbursable under the special education grant shall consist of the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he or she may attain the highest possible level of functional ability. Other costs or fees directly related to the educational programme that are not optional or related to an extracurricular activity may be included in the educational expenses, but not school supplies, uniforms, insurance, donations and contributions or similar charges. If full board (accommodation and meals) is provided for a disabled child attending an educational institution at the duty station, the boarding expenses shall not be reimbursable unless it is medically certified that the full-time boarding in the institution is an integral part of the educational programme. Expenses for equipment shall also be reimbursed, if not otherwise covered under health insurance, up to a maximum of $US 1,000 per year within the overall maximum of $US 13,000 [11,000] per year.

(o) The grant shall be computed on the basis of the calendar year if the child is unable to attend a normal educational institution, or on the basis of the school year if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 25 years. In exceptional cases, the age limit may be extended up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 28 years.

(p) Where the period of service of the staff member does not cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant that the period of service bears to the full school or calendar year.

(q) Where the disabled child attends an educational institution away from the duty station, travel costs may be paid for up to two round trips per school year between the educational institution and the duty station, provided the Director-General is satisfied that the needs of the disabled child require attendance at that educational institution. In very exceptional circumstances, travel may also be reimbursed for the person accompanying the disabled child.

(r) Claims for the special education grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Director-General regarding the child's disability. If the Medical Officer confirms that the disability is of a permanent nature, it is sufficient to produce the medical evidence only once with the first claim. In case of a temporary disability, medical evidence shall be submitted with each claim. The staff member shall also be required to provide evidence that he or she has exhausted all other sources of benefits that may be available for the admissible expenses under paragraph (n) above. The amount of educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the staff member.

Currency of reimbursement

(s) Reimbursement will be made in United States dollars except that when the educational expenses are incurred in specific currencies as determined by the International Civil Service Commission the reimbursement will be made in that currency. The maximum amounts in that currency will be shown in a table, which will be issued and updated regularly.

APPENDIX N

ASSIGNMENT GRANT AND MOBILITY/HARDSHIP ALLOWANCE

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Note: As paragraph (m) was the only paragraph affected by a change in appendix N, only that paragraph and its changes are shown in the present document.

Non-removal element

(m) The element for non-removal is applicable for a period of five years at one duty station, provided [as long as] the staff member is not entitled to a removal of household goods, irrespective of the length of his or her total consecutive service with an organization participating in the United Nations common system or at the duty station. This period may, exceptionally, be extended for up to two more years at the discretion of the Director-General.

B. Other adjustments to the staff rules

Rule 103.12

APPOINTMENT AND PROMOTION BODIES

(a) (i) Appointment and promotion bodies shall be established by the Director-General to give advice on the appointment, placement, promotion and review of staff in the Professional category and the General Service and related categories and on the appointment, placement and review of staff at the Principal Officer level.

(ii) Subject to the criteria of article 11, paragraph 5, of the Constitution and to the provisions of staff regulations 3.2 and 4.2, the appointment and promotion bodies shall, in filling vacancies, normally give preference, where qualifications are equal, to staff members already in the service of the Organization and staff members in other organizations participating in the United Nations common system.

.....

(c) Function of the appointment and promotion bodies

The function of the appointment and promotion bodies shall be to make recommendations to the Director-General in respect of the following:

(i) Appointment

Proposed appointments of a probable duration of one year or more.

(ii) Review

(A) The review of proposals relating to confirmation of a fixed-term appointment upon conclusion of the initial period of probationary service, as provided in rule 103.10(c)(ii). Recommendations of an appointment and promotion body may include extension of the period of probationary service or separation from service.

(B) The review of proposals for the granting of permanent appointments in accordance with the provisions of rule 103.11(c)(i).

(C) The five-year review of permanent appointments as may be referred to them under rule 103.11(c)(iii).

(D) The review of candidates in the General Service and related categories for advancement to the Professional category. [as well as the review of proposals relating to confirmation of internal candidates serving on probation following their selection to posts in the Professional category].

(E) The review of proposals for the termination of permanent appointments, or of fixed-term appointments held by staff members who have completed the period of probationary service, for unsatisfactory services under staff regulation 10.3(a) or 10.3(c).

(iii) Placement and Promotion

(A) The selection of staff members following vacancy announcement for placement on posts and, where applicable, [qualified] for promotion under conditions and procedures established by the Director-General. [For this purpose, the appointment and promotion body shall normally once a year conduct a comprehensive, grade-by-grade review of all staff members within its purview. Wherever practicable, it shall develop and maintain promotion registers embodying the results of such a review. These registers shall be established in relation to an estimate of the total number of known and

foreseeable vacancies to be filled by promotion at each grade level in the period until the next general review of staff.

(B) In the event that a particular vacancy cannot, by reason of the nature of the work, be appropriately filled from a promotion register, the appointment and promotion body may recommend exceptionally, in advance of the next regular review, the promotion of a staff member selected by it as best qualified after review of the relevant group of staff.]

(B) The promotion of staff members whose posts have been reclassified to the higher level; alternatively, the advertisement of the upgraded post for competitive selection.

Rule 200.01

APPLICABILITY

(a) Staff rules 200.01 through 213.03 are applicable to all staff members appointed by the Director-General specifically for service with technical co-operation projects, hereinafter referred to as "project personnel", except that:

(i) Project personnel appointed as country directors, interregional, regional and special technical advisers shall be subject to staff rule 104.08 on service and conduct reports and the related provisions of appendix M to the Staff Rules and staff rule 106.02 on conditions of salary increments. Interregional, regional and special technical advisers shall also be subject to staff rules 109.11 on excess baggage and unaccompanied shipments, 109.12 on removal costs and the related provisions of appendix H to the Staff Rules in lieu of staff rule 209.11 on excess baggage and unaccompanied shipments;

(ii) Staff members appointed under staff rules 100.01 through 113.04 who are detailed to technical co-operation projects for service of less than twelve months shall be subject to rules 206.12 on daily subsistence allowance in addition to rules 100.01 through 113.04;

(iii) Staff members appointed under staff rules 100.01 through 113.04 who are assigned to technical co-operation projects for service of twelve months or more shall be subject to rule 206.01 on salaries in addition to rules 100.01 through 113.04;

(iv) Project personnel who are loaned to the Organization on a reimbursable or non-reimbursable basis and who are appointed as staff members shall be governed by these rules, subject to such modifications, restrictions and exclusions as may be made in their letters of appointment in accordance with the loan agreement;

(v) Associate experts provided by Governments to serve with project personnel under bilateral agreements between the Organization and Governments shall be governed by these rules to the extent that they are made applicable by the terms of such agreements or the terms of their letters of appointment.

(b) Individuals who are recruited to serve with technical co-operation projects in the General Service category shall be appointed under staff rules 100.01 through 113.04.

(c) Individuals who are recruited for service with a Government under the technical co-operation programme for the provision of operational, executive and administrative personnel (OPEX/OPAS) shall be governed by the terms of their contracts.

(d) Individuals who are engaged on special service agreements or through any other contractual arrangements for service with technical co-operation projects shall be governed by the terms of the relevant agreements or contracts.

Appendix M

STAFF PERFORMANCE EVALUATION SYSTEM

(a) As stipulated in staff rule 104.08, the service and conduct of staff members shall be the subject of reports made from time to time by their supervisors.

(b) Performance evaluation reports will be made on the following occasions:

(i) After 12 months of probationary service, where applicable;

(ii) On an annual basis.

(c) In addition, unless a report has been made during the last six months, it will be required on the following occasions:

(i) If the staff member is assigned to another organizational unit within the UNIDO Secretariat, to another duty station or to a mission for a period of six months or longer;

(ii) If the staff member is transferred to another organization of the United Nations common system or separates from service;

(iii) If the immediate supervisor is about to leave on another assignment or to be separated from the Secretariat.

(d) If the staff member, upon receipt of the report, does not agree with its content, he or she may submit, within one month, a statement of explanation. The statement of explanation can relate to any comment or rating in the report; it will be placed on the staff member's Official Status File. It is, however, not a rebuttal.

(e) A rebuttal may be submitted within one month of receipt of the report if the staff member has received and does not agree with an overall rating given in part IV which indicates that the performance needs improvement (rating D) or is not satisfactory (rating E). The rebuttal may cover one or all parts of the report.

(f) The rebuttal is a formal procedure of investigation by a panel of three persons selected by the staff member from a list of five persons normally senior in grade to the staff member. The list will be proposed by the appraising officer. Following the investigation the panel will submit its report to the appraising officer, who will record his or her appraisal in writing.

(g) The within-grade salary increment provided for in staff regulation 6.1 and staff rule 106.01 shall be withheld if the overall rating given in part IV of the staff performance evaluation report is that the performance needs improvement (rating D) or is not satisfactory (rating E).

(h) Special reports shall be made by the head of the division in the form of a memorandum relating directly to the facts requiring the action when:

(i) Events warranting the withholding of the salary increment occur subsequent to the most recent performance evaluation which would otherwise have served as the basis for the salary increment;

(ii) There is a recommendation for termination of appointment for unsatisfactory service.

(i) Within one month of receipt of the special report, the staff member may submit a rebuttal, which will also be subject to investigation by a rebuttal panel as referred to in paragraph (f) above.

(j) A staff member may request a special report in respect of any assignment of less than six months in another organizational unit.

Appendix A

SALARY SCALES FOR GENERAL SERVICE AND RELATED CATEGORIES

1. General Service category

Showing annual gross, gross pensionable and net salary after application of staff assessment
(in Austrian schillings)
Effective 1 October 1996

LEVEL	STEPS											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
G-1 Gross	301 865	311 940	322 016	332 091	342 166	352 273	362 416	372 559	382 703	392 846	402 989	413 136
Gross pens.	296 546	306 423	316 299	326 175	336 161	346 169	356 177	366 185	376 193	386 201	396 209	406 217
Net	234 555	242 061	249 567	257 073	264 579	272 085	279 591	287 097	294 603	302 109	309 615	317 121
G-2 Gross	351 323	363 058	374 793	386 528	398 264	409 999	421 795	433 610	445 425	457 240	469 055	480 870
Gross pens.	345 232	356 810	368 389	379 968	391 546	403 125	414 704	426 283	437 939	449 596	461 252	472 908
Net	271 382	280 066	288 750	297 434	306 118	314 802	323 486	332 170	340 854	349 538	358 222	366 906
G-3 Gross	408 897	422 542	436 213	449 884	463 555	477 225	490 896	504 601	518 365	532 130	545 894	559 659
Gross pens.	402 038	415 436	428 851	442 338	455 825	469 312	482 800	496 287	509 774	523 261	536 831	550 409
Net	313 987	324 035	334 083	344 131	354 179	364 227	374 275	384 323	394 371	404 419	414 467	424 515
G-4 Gross	475 942	491 759	507 630	523 555	539 479	555 404	571 328	587 259	603 293	619 328	635 362	651 397
Gross pens.	468 047	483 651	499 255	514 859	530 503	546 212	561 922	577 631	593 340	609 050	624 772	640 588
Net	363 284	374 909	386 534	398 159	409 784	421 409	433 034	444 659	456 284	467 909	479 534	491 159
G-5 Gross	553 909	572 334	590 788	609 340	627 892	646 444	664 995	683 618	702 299	720 979	739 660	758 340
Gross pens.	544 738	562 913	581 089	599 265	617 440	635 703	654 002	672 301	690 600	708 900	727 199	745 498
Net	420 318	433 768	447 218	460 668	474 118	487 568	501 018	514 468	527 918	541 368	554 818	568 268
G-6 Gross	644 707	666 172	687 736	709 350	730 964	752 578	774 389	796 307	818 225	840 144	862 062	883 980
Gross pens.	633 990	655 162	676 335	697 508	718 681	739 854	761 074	782 392	803 710	825 028	846 345	867 663
Net	486 309	501 871	517 433	532 995	548 557	564 119	579 681	595 243	610 805	626 367	641 929	657 491
G-7 Gross	750 551	775 775	801 134	826 493	851 852	877 211	902 570	927 930	953 289	978 648	1 004 007	1 029 366
Gross pens.	737 869	762 422	787 086	811 751	836 415	861 080	885 748	910 582	935 417	960 251	985 086	1 009 920
Net	562 660	580 665	598 670	616 675	634 680	652 685	670 690	688 695	706 700	724 705	742 710	760 715

Dependency allowances
Dependent spouse ..... AS 5,280
Dependent child under 10 ..... AS 22,717
10 and over ..... AS 25,717
19 and over ..... AS 29,317
Additional allowance for first child of single, widowed, divorced or legally separated parent ..... AS 5,479
Secondary dependant ..... AS 2,400

The secondary dependant allowance for a dependent parent, brother or sister was abolished as of 1 July 1981. Payment will be maintained, however, for staff members already in receipt of this allowance prior to 1 July 1981 who are otherwise eligible.

Language allowance. First additional language - AS 16,551 per year net, second additional language - AS 8,276 (to be included in pensionable remuneration)

Increments. Salary increments within the levels shall be awarded annually, on the basis of satisfactory service.

Non-resident's allowance. AS 26,000 per year net (to be included in pensionable remuneration) for eligible staff appointed prior to 1 September 1983 and nil thereafter for staff serving in Vienna.

* Long service step.
The qualifying criteria for in-grade increase from step XI to step XII are as follows:
(a) The staff member should have had at least 20 years of service within the United Nations common system and five years of service at step XI of the current grade;
(b) The staff member's service should have been satisfactory.